

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
P.O. Box 214405 - 2829 Watt Avenue  
Sacramento, California 95821-4405

CAL ARNGR 600-100  
C-2

Change  
No. 2

28 May 1987

Personnel - General  
PERSONNEL SELECTION AND CLASSIFICATION  
OFFICER PERSONNEL MANAGEMENT FOR ARMY NATIONAL GUARD OFFICERS

1. CAL ARNGR 600-100, 6 March 1987, is changed as follows:
  - a. Para 1-20(a). Add the following to the 6th line after "Colonel or higher positions." "Lateral moves (reassignments) within commands not involving command positions are not subject to CPRB approval."
  - b. Para 1-20(b). Add after last line "Five members must be present in order to constitute a legal Board."
2. File this change in front of the publication for reference purposes.

(CAMP-OPMS)

BY ORDER OF THE GOVERNOR:

OFFICIAL



ANDREW G. GOFF, JR.  
COL FA, CAL ARNG  
Director, Administration

ROBERT C. THRASHER  
Brigadier General  
The Adjutant General

DISTRIBUTION:

A

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
P.O. Box 214405 - 2829 Watt Avenue  
Sacramento, California 95821-4405

Change  
No. 1

11 September 1986

Personnel - General  
PERSONNEL SELECTION AND CLASSIFICATION  
OFFICER PERSONNEL MANAGEMENT FOR ARMY NATIONAL GUARD OFFICERS

1. CAL ARNGR 600-100, 6 March 1986, is changed as follows:
  - a. In para 1-11b, change CAL ARNGR 701-1 in first sentence to read CAL ARNGR 710-2.
  - b. In para 1-11b(1), change ATTN: CAUS-IR in last sentence to read ATTN: CAUS-SU.
  - c. In para 1-11b(4), change (IAW USPFO Memorandum No. 2) to read (CAL ARNGR 710-2).
  - d. In para 1-11c(2), change OCG Form 12 in first sentence to read NGB Form 102-10.
  - e. In para 1-20b, change last sentence to read "The senior ranking officer present will preside as the President of the Board:."
2. File this change in front of the publication for reference purposes.

(CAMP-OPMS)

BY ORDER OF THE GOVERNOR:

OFFICIAL COPY  
STATE OF CALIFORNIA  
WILLARD A. SHANK  
Major General  
The Adjutant General  
ANDREW WOLF,  
COL (ARNGR) ARNG  
Director of Administration

DISTRIBUTION:

A

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
P.O. Box 214405 - 2829 Watt Avenue  
Sacramento, California 95821

CAL ARNG Regulation  
No. 600-100

6 March 1986

Personnel - General  
PERSONNEL SELECTION AND CLASSIFICATION  
OFFICER PERSONNEL MANAGEMENT FOR ARMY NATIONAL GUARD OFFICERS

	Paragraph	Page
CHAPTER 1	OFFICER SELECTION AND CLASSIFICATION	
References	1-1	1-1
General	1-2	1-1
Responsibilities	1-3	1-2
Assignment Guidelines	1-4	1-4
Designation of Primary Specialty for Officer Accessions	1-5	1-5
Redesignation of Primary Specialties	1-6	1-6
Assignment Priority	1-7	1-6
Procedures for Selection of Commissioned Officers to Fill Company Grade Positions	1-8	1-6
Officers to Fill Field Grade Positions	1-9	1-7
Refusal to Accept Command Position	1-10	1-7
Lead Time and Property Accountability	1-11	1-8
Direct Appointment Policy	1-12	1-9
Promotions	1-14	1-9
Zones of Consideration	1-15	1-10
Promotion and Command Board Lieutenant Colonel and Higher	1-16	1-12
Composition of the Boards	1-17	1-12
Board Operations and Guidelines	1-18	1-12
Duties of the Board Recorder (OPMS Mgr)	1-19	1-14
Commander's Promotional Review Board	1-20	1-15
Mandatory Consideration for Promotion by Department of the Army Selection Board Under Provisions of AR 135-155 (ROPA)	1-21	1-15
Administrative Support	1-22	1-16
CHAPTER 2	OPMS CAREER PLANNING AND PROFESSIONAL DEVELOPMENT	
Purpose	2-1	2-1
Basic Elements	2-2	2-1
Statewide Inventory of Officer Specialties by Grade	2-3	2-2
Inventory of Officer Specialties by Grade by Unit	2-4	2-2
State Master Development Plan for OPMS	2-5	2-2

\*This Regulation supersedes CAL ARNGR 600-100 dated 15 November 1984.

	Paragraph	Page
Designation Specialties	2-6	2-3
Training	2-7	2-5
Management System Control Devices	2-8	2-6
Officer Career Counseling	2-9	2-8
APPENDIX		
A CAL ARNG OPMS Geographical Sectors		A-1
B Professional Development		B-1
C Civilian Education Requirements		C-1
D Military Education		D-1
E Positions by Grade Authorization of the CAL ARNG/ Skill Identifiers		E-1
F Request for Officer Assignment		F-1
G Notification of Field Grade Assignment Vacancy		G-1
H Officer Personnel Resume		H-1
I Eligibility List for Promotion		I-1
J Request for Branch Transfer		J-1
K Report of Change of Responsible Officer Inventory (Hand Receipt Holder)		K-1
L Designation of Primary Specialty		L-1
M Failure to Designate a Primary Specialty for OPMS		M-1
N Outline for the Conduct of Performance Counseling Periods		N-1
O Recommendation for Primary/Alternate Specialty		O-1
P Height/Weight Verification Statement		P-1

## CHAPTER 1

### PERSONNEL SELECTION AND CLASSIFICATION OFFICER PERSONNEL MANAGEMENT FOR ARMY NATIONAL GUARD OFFICERS

#### 1-1 REFERENCES.

- a. AR 611-101 - Commissioned Officer Specialty Classification System
- b. AR 135-155 - Promotion of Commissioned Officers and Warrant Officers Other Than General Officers
- c. NGR 600-100 - Commissioned Officers - Federal Recognition and Related Personnel Activities
- d. NGB PAM 600-1 - Officer Personnel Management for the Army National Guard
- e. NGB Pam 600-3 - Implementation of the Officer Personnel Management System for the Army National Guard.

1-2 **GENERAL.** This regulation applies to all federally recognized commissioned officers of the California Army National Guard.

a. **Purpose.** The purpose of this regulation is to implement the Officer Personnel Management System (OPMS) in the California Army National Guard.

b. **Policy.** Personnel actions prescribed herein will be accomplished without regard to race, color or national origin; gender terms refer to both male and female officers unless otherwise specified.

c. **Objectives.** The objectives are as follows:

(1) To develop officers in the proper numbers and with the proper skills to satisfy California Army National Guard requirements, taking maximum advantage of the inherent abilities, aptitudes, and interests of the individual officer.

(2) To assign officers according to the California Army National Guard's needs while taking into consideration the individual's abilities and desires.

(3) To improve the motivation and professional satisfaction of the individual officer and the officer corps of the California Army National Guard.

(4) To insure the best qualified officer is assigned to each position.

(5) To increase career opportunities.

d. **Reasons.** To achieve OPMS objectives and at the same time institute a uniform system of career development, equal promotional opportunity, and merit selection. This regulation implements a system of officer personnel procedures which will accomplish the objectives stated earlier.

e. Goals. In addition to meeting OPMS objectives, OPMS - CAL ARNG will achieve the following goals:

(1) Expand the officer selection system to statewide areas of consideration. To deal practically with geographic constraints, the State will be divided into three sectors for administrative and conceptual ease. The geographic sectors are shown in Appendix A.

(2) Provide procedures by which all officer vacancies are filled on the basis of merit and ability.

(3) Provide a center for career guidance and planning available to all officers.

(4) Provide a knowledgeable counseling service to supplement that provided by commanders and personnel officers in the field by the use of a mobile OPMS team.

(5) Identify officers with long-range and high level staff and/or command potential early in the officer's career.

(6) Improve the management of officer specialization and assignments during reorganizations.

(7) Reduce attrition of officers due to failure to meet mandatory educational and promotion requirements.

(8) Identify those officers whose performance is consistently substandard and, if counseling fails to correct substandard performance, institute administrative actions to remove them from the CAL ARNG.

1-3 **RESPONSIBILITIES.** a. The Chief, Army Officer Personnel Management Office is the Manager, Officer Personnel Management System (OPMS) for the California Army National Guard. The OPMS Manager is responsible for operation of the OPMS office. In addition, he is responsible for the following:

(1) Insuring that OPMS objectives are met and that the means used to achieve those objectives are fair and impartial, conducted under standardized procedures, and subject to administrative review.

(2) Providing lists of eligible officer and biographical data as appropriate to commanders who must select replacements to fill officer vacancies. This procedure is mandatory for field grade officers.

(3) Recommending officer training and/or assignments to commands/units for the benefit of the California Army National Guard and/or the individual officer.

(4) Convening Personnel selection boards as required.

6 March 1986

CAL ARNGR 600-100

(5) Convening the Officer Personnel Classification Board (OPCB) for the purpose of designating and redesignating officer primary specialties.

(6) Awarding of Specialty Skill Identifiers, Additional Skill Identifiers and Language Identification Codes as necessary and based on proper qualifications.

(7) Recruit or identify officers for high level, difficult to fill positions, or other vacancies as required.

(8) Provide other services and requirements as directed by the Adjutant General and/or the Director of the Military Personnel.

b. Commanders are responsible for:

(1) Appointing a Field OPMS Manager (recommend the Adjutant/S1) at Battalion/Brigade level organizations.

(2) Maintaining close coordination with the State OPMS Manager and Field OPMS Manager in order to develop and properly guide the career of each officer under their command.

(3) Recommending assignments for officers under their command according to qualifications, aptitudes, potential, and desires of the officer.

(4) Providing subordinate officers with timely and appropriate career advice based on the concept of OPMS CAL ARNG. This is especially important to newly-commissioned officers.

(5) Conducting initial and periodic interviews, counseling of individual officers and maintaining current field Military Personnel Records Jacket (MPRJ) files through the Field OPMS Manager or representative, by auditing at least annually with the concerned officer.

(6) Providing each officer with a copy of the Officer Professional Development Plan CAL PAM 600-1 (TBP). These records will be maintained by the individual officer and should be used as a guide to assist in immediate and long-range career planning.

(7) Assuring careful preparation and timely submission of the Officer Evaluation Report (OER).

(8) Assisting officers in updating their personnel records and forwarding diplomas, transcripts, and documents of newly-acquired civilian or military education or acquired skills to CAMP-SIB.

c. Individual Officer. Proper career planning of individual officers must commence at the time of their initial appointment. It is extremely important that each officer recognizes their personal responsibility in the development of career

planning. Officers must be their own career managers, with assistance from their commanders and OPMS managers. The Professional Development Plan work sheet (See Appendix B) will aid in setting goals and planning career desires. Capabilities and limitations must also be taken into consideration when developing this worksheet. When this is accomplished, individuals can develop a career plan by:

(1) Familiarizing themselves with the career policies and command structure of the California Army National Guard.

(2) Continually seeking guidance from superiors and field OPMS managers.

(3) Conducting audits of their personnel records at their headquarters and furnishing timely information and documentation to update these records.

(4) Demonstrating their potential for growth through superior performance of assigned duties and taking advantage of opportunities to better their skills in specialty assignments. Officers should be encouraged to accept special assignments that will demonstrate their personal abilities in leadership and duty performance.

(5) Evaluating their personal progress on a periodic basis and making adjustments when necessary to achieve their established goals.

(6) Attaining educational qualifications; both civilian and military, required for promotion to the next higher grade prior to completion of minimum time in grade. (See Appendices C and D)

(7) Insuring proper utilization of the OER support form to enhance individual development.

**1-4 ASSIGNMENT GUIDELINES.** a. Commanders will utilize the CAL ARNG Master Development Plan for OPMS (see CHAPTER 2) in conjunction with the inventory of all officer specialties by grade authorized by CAL ARNG (Appendix E). SSI and Grade authorization for each command should be used in conjunction with career planning. This information is available at each organizational headquarters in the form of a computer printout, OP-111C and should be used as a guide for projecting officer assignment within their command, and throughout an officer's career. This headquarters will utilize these same tools to recommend qualified officers for assignments from one command to another. To properly utilize the State Master Development Plan for OPMS, it is necessary for commanders and the State OPMS Manager to plan progressive officer assignments by specialty and grade for all specialties appearing on the MTOE/TDA documents authorized the State of California. Attrition of officers by grade must be estimated based on the recent experience of each unit. Similarly, the development of officers for assignment to specialties of which there are few in the unit and/or state, such as Chemical or Air Defense Artillery, must be carefully anticipated, especially in cases involving requirements for non-consecutive grades.

b. As officer vacancies occur throughout the CAL ARNG, commanders will require replacements. Under the provisions of OPMS, commanders will no longer



be restricted to seeking replacements from among the relatively narrow range of officers with which they are familiar. Instead, officer replacement requests will be routed to the State OPMS Manager as shown in Appendix F. The State OPMS Manager will then review officer qualification records (OPMS Files) and provide to the requesting commander the names of all qualified officers in the State of California or by region who would be eligible candidates for the existing and/or projected officer vacancy, to include a resume of each. The commander making the selection will notify the officers being considered using the format in Appendix G and must interview the candidates personally or by phone. Once the selection is made by the commander, he will forward his recommendation, with all required documentation, through channels to the OPMS Manager. The Adjutant General will be the final approving authority. This procedure, while not mandatory for company grade officers, is mandatory for all field grade positions. See Appendix H for an example of the OPMS Resume which will be utilized and Appendix I for the format to list the names of any qualified officer(s) submitted to the commander for consideration of existing and/or projected officer vacancy. NOTE: Nothing prevents the requesting commander from specifically requesting that an individual officer be included in the group from which the selection is made, providing the officer has been recommended for promotion or is already in the required grade.

c. Whenever possible, all officers will be assigned at least one year of troop duty within their first three years of commissioned service.

d. Ideally, officers should be rotated in their assignment to provide for varied experience and career development opportunity. Assignment should not exceed three consecutive years in the same position unless exceptional circumstances are involved.

e. Specialty Qualification. Specialty qualification, not branch, determines eligibility for assignment. An MTOE/TDA position may be filled by any officer whose qualifications satisfy specialty requirements specified by MTOE/TDA documents concerned. As unit vacancies arise (due to resignations, transfers, and reorganizations) and commanders request officer replacements, the task of the State OPMS Manager is to identify ALL qualified officers within zone of consideration who possess the required specialties (primary or alternate, as well as any required additional skills) and submit their names to the commanders for selection.

**1-5 DESIGNATION OF PRIMARY SPECIALTY FOR OFFICER ACCESSIONS.** a. California Military Academy cadets will be interviewed, counseled, and primary specialty designated by the state OPMS Manager prior to commissioning.

b. Reserve component OCS candidates will be interviewed, counseled, and primary specialty designated prior to graduation from OCS. The field OPMS Manager will recommend an appropriate specialty.

c. All other officer accessions will be interviewed by a field OPMS Manager prior to designation of specialties. The primary specialty selected will be based upon the officer's branch, qualifications and experience. The officer's desires will be considered when qualification exists in more than one specialty.

**1-6 REDESIGNATION OF PRIMARY SPECIALTIES.** a. Requests for transfer or reassignment necessitating a change in primary specialty, or branch, will be initiated by or with the written consent of the officer concerned (see Appendix J for Form Letter), and forwarded through channels to the State OPMS Manager. Such requests will require Federal Recognition Board (FRB) action and upon approval of the board, orders will be published by this headquarters with an effective date specified by the FRB. Commanders must coordinate with the officer concerned to determine an effective date that will assure that the transfer does not jeopardize the officer's pay for drills already performed. Commanders must indicate on the transfer or reassignment request a recommended effective date 90 days in advance to allow for appropriate board action.

b. Branch transfers will be necessary only when redesignation of a primary specialty so dictated (see Appendix F, NGR 600-100). Branch transfers require Federal Recognition Board action and the officer must appear in person at the time and place designated by the president of the board. Educational stipulations may be imposed by the board and must be completed by the end of the individual's second annual training period.

c. Primary specialty redesignation (not requiring a change of branch), and assignment of officers to specialty substitutable duty positions, different from their primary specialty (Appendix F, NGR 600-100), will be accomplished by the Officer Personnel Classification Board. The officer does not have to appear in person before the board. However, educational stipulations may be imposed by the board and must be completed by the end of the individual's second annual training period. The officer concerned will be notified in writing by the State OPMS Manager of any education requirements stipulated by the board.

**1-7 ASSIGNMENT PRIORITY.** a. Overstrength (excess) and extra TDA, HQ (-) STARC (returned from active duty) officers will be considered first for assignment to vacancies of their grade, branch, and SSI/ASI.

b. Priority of assignment/reassignments will be on a statewide basis within the officer's current SSI/ASI to preclude additional military educational requirements. Lieutenant Colonels and higher may be assigned to any available slot in the state. For officers in the grade of Major and below, assignments will be based on geographical constraints and limited to a reasonable commuting distance.

c. Change of current SSI/ASI and branch will be accomplished only when there is no vacancy statewide, which is within a reasonable commuting distance, in SSI/ASI and grade and then only with concurrence of the individual officer.

**1-8 PROCEDURE FOR SELECTION OF COMMISSIONED OFFICERS TO FILL COMPANY GRADE POSITIONS.** a. Requests for appointment, promotion, transfer or reassignment of company grade officers will be initiated at battalion level or separate companies, and forwarded through channels to the State OPMS Manager in accordance with NGR 600-100 or major command policy.

b. In filling company grade positions, commanders are encouraged to contact the State OPMS Manager and other commanders for a list of lieutenants and captains outside of their command who are fully qualified, and reside within reasonable commuting distance, so that the best qualified officer is selected to fill the vacancy.

**1-9 PROCEDURES FOR SELECTION OF COMMISSIONED OFFICERS TO FILL FIELD GRADE POSITIONS.** a. Commanders anticipating vacancies in field grade positions will submit a request through channels as soon as possible to minimize delay in filling the position.

b. Selection of the officer for assignment to field grade or Battalion or higher command positions will be made from the Order of Merit Listing (OML) provided to the selecting commander for the position being filled. The purpose of this policy is to insure the promotion of only the best qualified officers. Officers will be considered in order of their merit ranking. Officers falling below the top four may not be promoted over an officer senior to him on the OML unless the reasons provided by the selecting commander are clear, cogent, and convincing; and the officer has fully demonstrated performance and potential above all others qualified for consideration. The major commander's written justification will be forwarded thru DAG-AD for concurrence and to TAG for review and approval before the actual assignment/promotion is made.

c. In the case of a vacancy in the grade of Major, the commander having the vacancy will submit a request, through channels, for a list of qualified officers eligible to fill the position. The names of officers whose grade is equal to that required by the vacancy or those qualified and eligible for promotion to that grade will be provided. Officers who have indicated on their OPMS interview that they are unwilling to travel the distance required by the location of the vacancy from their residence will not be considered. The commander concerned will develop an Order of Merit List from the list provided; using established procedures. He will then make a selection using the procedures outlined in para 1-9b above. In the case of a vacancy in the grade of Lieutenant Colonel or higher, the OPMS Manager will provide a list of qualified officers to the commander concerned. The list will consist of an Order of Merit List as developed by the CAL ARNG Promotion and Command Selection Board. Selections will be made IAW para 1-9b above.

d. Officers selected for promotion to General Officer and officers federally recognized as General Officers except, for those assigned to OTAG, will be limited to a three year appointment at which time they will be reassigned or separated from the California Army National Guard. The Adjutant General may consider extensions on a year-to-year basis based on the needs of the CAL ARNG.

**1-10 REFUSAL TO ACCEPT COMMAND POSITION.** a. Officers who decline or reject assignment to a command position and block or impede the upward mobility of qualified and deserving officers who cannot be assigned or promoted for lack of duty positions in the next higher grade without a cogent reason, will be required to resign. Grade limitations or job compatibility will be considered cogent reasons for technician/AGR officers. "Cogent Reason" will be a most extraordinary, genuine, short-term hardship (i.e., recent death, serious or terminal illness in

6 March 1986

immediate family; crisis in civilian employment; individually owned business near insolvency; employer engaged in organization or merger which directly impacts on Guardsman's job; imminent professional examination for bar, or medical board, etc.). Such "Cogent Reason" and the declination of command will be documented by the superior, and copies will be furnished to HQ (-) STARC, ATTN: CAMP-OPMS. The report will include a statement by the subject officer that upon resolution of the temporary hardship, he desires to be considered for next available command assignment.

b. An officer who is requested to resign and refuses will be advised that the commander will submit a recommendation for withdrawal of state commission through channels. The Adjutant General will review the request and if necessary, take appropriate action under current state law.

**1-11 LEAD TIME AND PROPERTY ACCOUNTABILITY FOR PROPERTY BOOK OFFICERS OR HAND RECEIPT HOLDERS.** a. To allow for processing requests for assignment and reassignments that are not affected by changes in Property Book Officers or Hand Receipt Officers, request will be forwarded so as to reach this office at least 30 days prior to the effective date.

b. To permit compliance with CAL ARNGR 710-1, Change of Responsible Officer Inventory, requests for reassignment(s) that will involve the reassignment of a Property Book Officer or Hand Receipt Holder will be submitted 90 days prior to the effective date of requested action except in unusual cases which must be fully justified. When Property Book Officers are to be reassigned the following procedures apply:

(1) Requests for reassignment (change of command) of an officer who is a Property Book Officer (PBO) will be forwarded through appropriate channels to the Office of the Adjutant General, ATTN: CAMP-OPMS, with a copy furnished to the USPFO, ATTN: CAUS-IR.

(2) An information copy of the request, along with an OCG Form 12 (request for orders) for both the incoming and outgoing officer will be furnished concurrently to OTAG, ATTN: CALG-POM. Upon verification of information provided, orders for FTTD will be published.

(3) The request will include as a minimum, the name, rank, SSN, home address, and home phone number of the incoming and outgoing PBO.

(4) The USPFO will notify OTAG, ATTN: CAMP-OPMS (IAW USPFO Memorandum No. 2) that the incoming PBO has assumed responsibility for the property immediately following the completion of the inventory. Orders announcing the command assignment will be published.

c. Requests for reassignment of individuals who are Hand Receipt Holders will be as follows:

(1) Requests for reassignment (change of command) of an officer who is a Hand Receipt Holder, in the Battalion Supply System of the DLOGS, will be forwarded through appropriate channels to OTAG, ATTN: CAMP-OPMS.

(2) An information copy of the request, along with an OCG Form 12 (request for orders) for both the incoming and outgoing officer will be furnished concurrently to OTAG, ATTN: CALG-POM. Upon verification of information provided, orders for FTTD will be published.

(3) The request will also include, as a minimum, the name, rank, SSN, home address, and phone number of the incoming and outgoing Hand Receipt Holder.

(4) The Division PBO will be responsible to notify OTAG, ATTN: CAMP-OPMS, using format shown at Appendix K, that the incoming officer has assumed responsibility for the property immediately following the completion of the inventory. Orders announcing the command assignment will be published.

d. Each request for reassignment will include the name of each Property Book Officer or Hand Receipt Officer for all units concerned within the request.

e. Request for separations or conditional releases for officers will be accomplished ONLY after the audit and appropriate adjustment documents have been completed.

**1-12 DIRECT APPOINTMENT POLICY.** Direct appointment in the California Army National Guard is authorized only for the Judge Advocate General Corps, Chaplains Corps, Medical Corps, Dental Corps, Army Nurse Corps and Specialty 68 of the Army Medical Service Corps. This is based on the premise that sufficient officers are available for other appointments through the State OCS, Reserve Component OCS, ROTC, and Army officers released from active duty. All applicants for direct appointment other than those mentioned will be returned without action to the originating command. This policy will be subject to review by the Adjutant General on a yearly basis.

**1-13 OFFICERS RELOCATING OUTSIDE OF CALIFORNIA.** a. Officers moving out of state are encouraged to contact the California State OPMS Manager to seek assistance in locating a National Guard vacancy near their new location.

b. An officer being separated from the CAL ARNG will be counseled by a field OPMS Manager or representative prior to separation. Counseling may be conducted by telephone when necessary.

**1-14 PROMOTIONS.** a. Promotion consideration will be based on demonstrated efficiency, time in grade, professional qualifications, and demonstrated command and staff ability. All actions and procedures will be implemented without regard to race, color, religion, sex, or national origin.

b. Recommendations for promotion of all officers will be based upon the individual officer's potential in higher grade and not as a reward for past performance. Enforcement of this policy will provide our troops with the type of leaders they deserve; competent, dedicated officers who carry a factual record of proven performance. The selection process will be made on clear policy and fairly applied procedures.

c. Officers (Majors and below) may not be considered for promotion if they have been non-selected for Mandatory Promotion by the most recent DA Mandatory Selection Board.

d. Officers must provide a Height/Weight Verification Statement, verified and signed by their commander, dated not earlier than 90 days prior to the convening of the board (see Appendix P).

e. Officers must meet the current height and weight standards at the time the Board meets in order to be considered by that Board, otherwise they must wait until the next Board convenes in order to be reconsidered.

f. Officers must have successfully completed the Army Physical Readiness Test (APRT) within the past 12 months. Officers on an AGR Tour must successfully complete the APRT every six months.

g. All officers are required to have an official photograph in their State file. The photograph may be either black and white or color photograph, 4"x10", in Army green shade 44, uniform, without headgear, full length, standing pose, body turned to the right approximately 30 degrees from the axis of the camera, head facing the camera, feet slightly apart, and hands at the sides. All prints will have a 1-inch border at the top and a 1/4-inch border at sides and bottom. These pictures will be maintained in the officer's MPRJ and will be utilized in considering personnel actions. The officer's signature must appear on the reverse side of the photograph along with his name (last, first, and middle initial), grade, social security number, height, weight, date, and organization of assignment. This information may be typed or printed legibly for identification purposes. Photograph may be taken free-of-charge at most military installations. Picture cannot be more than two years old. It is an individual officer's responsibility to insure compliance and currency with the above requirement.

**1-15 ZONES OF CONSIDERATION.** a. Zones of consideration will normally be determined by the needs of the California Army National Guard. This includes current or projected needs with the fiscal year.

b. The Adjutant General has the responsibility for setting and modifying the zones of consideration as determined by need and the number of eligible officers. This includes announcement of the criteria and cut-off dates for each separate board. The zones of consideration for vacancies in the grade of Major or company grade officers will be all qualified officers living within a reasonable commuting distance and all officers assigned to the organization having the vacancy.

c. The zone of consideration for Lieutenant Colonel positions and above will be all qualified officers in the state based on the Order of Merit listing developed by the Promotion/Command Selection Board.

d. Modified Zone of Consideration. The Adjutant General may modify the zone of consideration for promotion by increasing the time in grade requirements for the zone by one, two, or three years, thereby automatically eliminating those

officers having less than the required time in grade. In cases where the zone is modified to increase time in grade requirements, commanders may nominate officers who are considered outstanding and who should be considered for below the zone promotions. The Promotion/Command Selection Board will consider those nominations along with those in the zone. Not more than 15% of the total number of officers considered may be recommended for promotion or command assignment from below the zone.

e. Officers falling into the zone of consideration for field grade assignment will be grouped in one of the following categories:

(1) Combat Arms: AD; AR; FA; IN; AV; CE (21J only)

(2) Combat Support/Combat Service Support: AG; CE; CM; FI; MI; OD; QM; SC; TC; MP.

(3) Special Service Support: CH; JA; AN; DC; MC; MS; SP; VC

f. Technicians and State AGR personnel falling within the zone of consideration will be considered for promotion and assignment on an equal basis by the selection boards.

g. When a CAL ARNG technician, SAD, or an AGR officer is selected for promotion or command assignment, that officer will be given the opportunity to consider the assignment and its possible effect on his fulltime position. Selecting commanders and officers concerned must notify the Support Personnel Management Officer (SPMO) of the contemplated action so that proper advice and concurrence may be provided to both the commander and the officer concerned.

h. Technicians/AGR or state active duty officers nominated for Battalion or higher command assignment must be approved by the Adjutant General. Additionally, nominees must sign a statement indicating that they understand that the assignment will be limited to not more than three years unless otherwise specified by the Adjutant General. Technicians/AGR or state active duty personnel must understand that relocation to units within the state may be necessary in order to progress within the fulltime state systems, or to find compatible technician/AGR assignments.

i. The SPMO will be responsible for designing a career development program for all officer technicians/AGR members of the California Army National Guard. The document will be developed in conjunction with the OPMS Career Development program but published as a separate document.

j. Because of the inherent restrictions placed on technicians/AGR officers regarding grade and compatibility in assignments, officers selected for promotion or command assignment will not be penalized for turning down assignments which may have an adverse impact on their fulltime career. Officers who are in this category will again be considered by all future Promotion and Command Selection Boards.

k. Aviators will be considered for non-aviator positions on an equal basis with other officers, but must serve in an Army Aviation position to remain on flight status, unless approved in a career development status IAW, NGR 95-1.

**1-16 PROMOTION AND COMMAND SELECTION BOARD, LIEUTENANT COLONEL AND HIGHER.** Promotion and Command Selection Board will be appointed by the Adjutant General for specific board actions. They will meet at the call of the Adjutant General and will be dissolved upon completion of assigned tasks. Separate boards will be convened for combat, combat support/combat service support officers, and special service support. Appointment to the Boards will be on a rotating basis. The boards must be representative of the branches being considered (i.e., CBT, CS, or CSS). The president of each board should be one grade higher than all other members. Nominations for board members shall be solicited from each of the major commands and separate organizations. Each board shall normally be composed of five federally recognized CAL ARNG officers. Whenever possible, at least one of the voting members of the board will be a minority officer. Selection of officers for command positions will be based on best qualified from officers of appropriate grade and branch, who have been selected for promotion or are already promoted and deemed eligible to command.

**1-17 COMPOSITION OF THE BOARDS.** a. All Boards will be representative of the major commands and the branches being considered. The Board will consist of four Colonels and one General Officer who will be designated President of the Board.

b. The Colonel Promotion Board will be representative of the major commands for the officers being considered (i.e., CBT, CS, or CSS). The Board will consist of at least two General Officers. The remainder may be General Officers or Colonels. The senior General Officer will be designated as the President of the Board.

c. The General Officer Promotion Board will be composed of five General Officers. The members will be determined by the Adjutant General. The senior General Officer will be designated as the President of the Board.

**1-18 BOARD OPERATIONS AND GUIDELINES.** a. The board will meet at the direction of the Adjutant General. Normally the board will meet once a year.

b. The board will recommend an Order of Merit listing for each grade and specialty considered, based upon the guidelines established in the regulation and by any additional requirements imposed by The Adjutant General.

c. The board will use the best qualified method in selecting for promotions or command assignments those officers who meet all regulatory requirements for promotion to the next higher grade at the time the board convenes.

(1) Best qualified is defined as those within the fully qualified zone who, in the judgment of the board, are best qualified in this group. In determining the best qualified, the following factors will be considered: Leadership attributes,



civilian and military experience, integrity, demonstrated performance in previous assignment (degree of responsibility), diversity of previous assignment, potential in next higher grade, civilian education; Appendix C, and military education; Appendix D.

(2) Fully qualified is defined as those officers the board deems professionally qualified, having demonstrated integrity, and who are capable of performing the duties expected in their branch in the next higher grade and who meet all regulatory requirements for promotion.

d. The board will place special emphasis on selection of minorities when advised by The Adjutant General that such selection is desirable under the CAL ARNG Affirmative Action Plan.

e. In considering Lieutenant Colonels and Colonels for command positions, consideration will be given to ROPA elimination date, length of time remaining in present grade, demonstrated leadership performance in previous assignment, degree of responsibilities, diversity of previous assignments, civilian and military education, and demonstrated integrity and potential.

f. The board will consider the potential of all officers by considering the officer's entire record to determine whether that officer can be expected to perform the duties and responsibilities of the next higher grade. Consideration will be completely objective with the best interest of the California Army National Guard being of paramount importance.

g. Officers falling in the zone of consideration who are ineligible for selection by the board because they do not meet the necessary standards, will be considered to have been passed over for promotion and will not be eligible for reconsideration until the next Promotion/Command Selection Board meets.

h. The board will reevaluate an officer grouping provided sufficient justification is available (i.e., an officer inadvertently omitted from board consideration due to administrative error or oversight). In these cases and where the Board has not yet finalized its action/list, the omitted officer's file will be evaluated and then considered along with all others. If the board has finalized its action/list, the OPMS Manager will select the lower 20% (not more than 10 files) and upper 20% (10 files) of the selected group and furnish these files along with the omitted officer's file to a different board for reevaluation. The board is not to be aware of which officers were in what grouping or who the omitted officer(s) is. Only the OPMS Manager is allowed to know and track these factors. The board will then screen/evaluate all files presented. The officer will be added/inserted into the original promotion list between the names where he was ranked in reevaluation. If the omitted officer is not selected for promotion, he will not be included on any of the present promotion listings.

i. The board will not discuss, outside its confines, any of the information or individuals considered. Specific reasons for non-selection of an officer will be provided to the Adjutant General, Deputy Adjutant General, and the Deputy

6 March 1986

Adjutant General Army only. Final results of the board's actions will be published after approval is received from the Adjutant General. The results of the Board may be disapproved or the board may be reconstituted by the Adjutant General if there are inconsistencies or sufficient administrative errors to warrant such actions.

**1-19 DUTIES OF THE BOARD RECORDER (OPMS MANAGER).** a. Maintain data as to projected and actual vacancies by grade and SSI/ASI, receipt of DA Selection Board results, application of officers for appointment in the California Army National Guard from other components/services in grade of Captain (when in zone of consideration by DA Selection Board) through Colonel and the requirements for board meetings.

b. With the approval of The Adjutant General, announce appointment of boards to include designation of a President for a one-time board function. Appointment of board members will be rotated among commands and nominees will be solicited from the major commands prior to appointment action. Minutes will reflect all serving board members and the President to insure proper representation among the major commands.

c. Provide copies of the zone of consideration established as outlined for promotion to grades of Major through Colonel to each major command sixty days, when possible, prior to the time the Promotion and Command Selection Board will convene. Additionally, provide a listing of all officers in the grade of Major through Colonel to the respective Promotion and Command Selection Board.

d. Provide the board members Officer Seniority Rosters and SSI/ASI listing.

e. Provide all necessary personnel records to the Board for each individual being considered for promotion or command.

f. Provide the most current NGB senior rater profile to the board.

g. Upon adjournment by the board, the Recorder will prepare the summary of the board's actions for review, approval, and signature of the President and forward to the Deputy Adjutant General Army before final review and approval by the Adjutant General.

h. Results of each board, including a list of those officers recommended for promotion and command positions, will be published by the Recorder upon approval by the Adjutant General. Such results will be published in the form of a letter to each CAL ARNG command. The list will be published in alphabetical order and not in the Order of Merit ranking.

i. Officers filing complaints (not appeals) regarding board actions will be granted an immediate appointment with an OPMS Field Manager for discussion and counseling. The counselor will not have knowledge of board proceedings. Unresolved issues will be forwarded to the State OPMS Manager for evaluation. Results/decisions rendered concerning these issues will be reported to the individual concerned as expeditiously as possible.

**1-20 COMMANDER'S PROMOTIONAL REVIEW BOARD.** a. In addition to the Promotion and Command Selection Board, which normally will meet only once a year to establish the Order of Merit List, the Adjutant General has directed that a Commander's Promotional Review Board be established to advise him and to review final recommendations of commanders, for assignment or promotion to Lieutenant Colonel or higher positions. The board will select and recommend officers for command positions who may not be in the zone of consideration for promotion but are deemed qualified for command in their current grade. Additionally, the Board will consider unanticipated circumstances such as the impact of major reorganizations and prioritizing the assignment and/or promotion of officers affected by ROPA requirements. In order to insure continuity and expeditious action in filling key positions, the Board will normally meet once every three months. However, the frequency of the meetings may be adjusted as deemed appropriate by the Adjutant General. The Board is charged with the responsibility of fair and impartial selection of officers nominated by their respective commanders for promotion or command assignment to positions of Lieutenant Colonel or higher. This will be done in accordance with the parameters stipulated in this regulation.

b. The Board composition will consist of the Deputy Adjutant General, Army Division, The Assistant Adjutant General, and each of the major command commanders. The Deputy Adjutant General Resource Management may participate by direction of the Adjutant General. The OPMS Manager will participate as a non-voting member and as recorder of the proceedings. The Deputy Adjutant General, Army Division will act as President of the Board.

c. The Board Recorder (OPMS Manager) will provide all the necessary information and/or documents required by the Board in order to insure equity in their considerations and decisions. He will also be responsible for preparing a summary of the Board's proceedings, recommendations, and insuring follow-up action as required. Results of the boards will be released ONLY by the Adjutant General. Personnel actions will not be initiated until approved by the Adjutant General.

**1-21 MANDATORY CONSIDERATION FOR PROMOTION BY DEPARTMENT OF ARMY SELECTION BOARD UNDER PROVISIONS OF AR 135-155 (ROPA).** a. Army National Guard Officers will be mandatorily considered for promotion as Reserve Commissioned Officers of the Army when they meet the promotion service requirements prescribed for the zone of consideration.

b. Board schedules and procedures are contained in Chapter 3, AR 135-155.

c. Upon selection by the DA Board, an ARNG officer has three options:

(1) If he is occupying a position in which the MTOE/TDA authorized the grade for which recommended, he may be promoted in his present position in the CAL ARNG if recommended by his commander, and the Promotion Selection Board in the case of field grade officers.

(2) If he is not occupying or has not been recommended by his commander or the Promotion Selection Board for field grade officers, for an MTOE/TDA

6 March 1986

position for the higher grade, he may request separation from the CAL ARNG to accept promotion in the USAR, with assignment to a control group, Reserve Components Personnel and Administration Center (RCPAC), St. Louis, Missouri.

(3) If he is not occupying, but is recommended for a position in the higher grade for which selected by the DA Selection Board he may, with command approval, decline the promotion in accordance with paragraph 8-17, NGR 600-100.

d. Commanders must evaluate the overall potential of the selected officer to assume the duties and responsibilities of the higher grade. If, in the commander's honest assessment, the officer has reached the limit of his effectiveness or has not demonstrated potential for successful performance at the higher grade, request for declination of promotion will include specific comments by the battalion and/or major unit commander indicating a specific recommendation for the officer's future assignment.

(1) When approved by the Adjutant General, declination of promotion will normally be granted for a three year period from the date of selection for promotion by the board (date the ROPA Board adjourned).

(2) When an officer is offered a declination following a second consideration for promotion his case will be reviewed in the same manner (subparagraph a, b, above), however, his declination will be approved for a period of not more than two years.

(3) If deemed appropriate due to circumstances involved, the Adjutant General may approve declination for a one year period from the date of the promotion letter or the date the officer completes the service requirements for mandatory promotion under the provisions of ROPA, whichever is later.

(4) Should the Adjutant General determine that declination of promotion would not be in the best interest of the California Army National Guard, the declination will be denied. Those officers who serve under approved declinations, have no assurance of being retained for the full declination period. Separation will be effected not later than 90 days from the date of the letter from this headquarters notifying the officer that declination has been denied or on the date prior to the officer's promotion eligibility date, whichever is later.

**1-22 ADMINISTRATIVE SUPPORT.** The State OPMS Manager's role in officer personnel administration is to monitor officer development and coordinate personnel actions; additionally, he advises the Adjutant General and unit commanders on officer personnel development, and conducts extensive scheduled career counseling sessions with individual officers. The State OPMS Manager does not, however, assume responsibility for performing administrative support services related to officer personnel actions; responsibility for administrative services remains at unit level, with action elements at State level.

## CHAPTER 2

### OPMS CAREER PLANNING AND PROFESSIONAL DEVELOPMENT

2-1 **PURPOSE.** a. The purpose of this chapter is to provide instructions and general guidance to assist officer career managers, commanders, and staffs, as well as the individual officer, in career planning and professional development for all officers assigned to the CAL ARNG.

b. Career planning and management of professional development of officers in the California Army National Guard are mutually supportive.

2-2 **BASIC ELEMENTS.** a. OPMS Career Planning for all CAL ARNG officers involves the entire field of personnel management and facilitates the realization of the following objectives:

(1) Provide for the maximum development and full utilization of an officer's inherent abilities, aptitudes and interests, and the best use of his acquired skills and accumulated knowledge. It must be recognized that officers make best use of their talents and skills when their duty assignments are consistent with their capabilities.

(2) Proper career planning assists in building and maintaining a corps of highly motivated and competent officers. This results in a more efficient and proficient Army National Guard of California.

(3) Careful career planning enables the CAL ARNG to fulfill its obligation to our national interests.

b. This chapter is written in response to the instructions contained in NGB Pams 600-1 and 600-3.

(1) These publications accomplish the actions listed below. A complete explanation of OPMS is found in these NGB Pamphlets. Personnel Officers must review both Pamphlets in detail before utilizing the information contained herein for management. This document is not a "stand alone" document and should be used in conjunction with cited references.

(a) Establishes a Standing Operating Procedure (SOP) for units in the California Army National Guard to enable them to properly implement the Officer Personnel Management System (OPMS).

(b) Provides units a copy of the California Army National Guard State Master Development Plan, which shows progression of career assignment by specialty and grade.

(c) Provides inventory of all specialties authorized the California Army National Guard by MTOE/MTDA documents currently in force.

(d) Provides guidance to custodians of Military Personnel Records Jacket (MPRJ) regarding proper maintenance and accurate recording of specialties, secondary specialties, specialty skill identifiers (SSI), additional skills and/or language identification codes (LIC).

(e) Provides and implements a systematic plan to insure effective and timely counseling of each officer.

(f) Provides an adequate statewide system of career counseling for personnel who desire to discuss their careers beyond the scope available in performance and career counseling sessions offered by their commanders. This will be accomplished through the use of a mobile OPMS Team.

(g) Develops a statewide management system to monitor and expedite assignments on a timely basis in accordance with CAL ARNG MTOE/TDA documents.

(h) Provides guidance to all commanders of the CAL ARNG to enable them to recommend a specialty for officers within their command in addition to recommending a secondary specialty for each Lieutenant Colonel C&GS graduate and above. Additionally, this chapter insures that each officer is given an opportunity to qualify for the awarding of Specialty Skill Identifiers (SSI), Additional Skill Identifiers (ASI) and/or Language Identification Codes (LIC) that may be required.

**2-3 STATEWIDE INVENTORY OF OFFICER SPECIALTIES BY GRADE.** The Adjutant General of California has prepared an inventory of all authorized specialties required for the California Army National Guard. This inventory reflects the number of officers required by the State of California in each specialty and grade authorized. This inventory was compiled from a review of MTOE/TDA documents in effect for the CAL ARNG on the date of this publication and will be changed and updated as the statewide inventory of specialties change.

**2-4 INVENTORY OF OFFICER SPECIALTIES BY GRADE BY UNIT.** State Computer Program, OP 111C summarizes the authorized specialties by grade for each MTDA and MTOE unit of the CAL ARNG. This summary will be provided semi-annually to assist commanders in performing a continuing analysis of the status of officer personnel and also for use as a tool for projecting anticipated losses. OP 111C will be updated when the unit has a change (reorganization, etc.) to its MTOE/TDA document which would alter the configuration of specialties.

**2-5 STATE MASTER DEVELOPMENT PLAN FOR OPMS.** a. Under OPMS, specialties are designated early in an officer's career and those specialties will be developed as subsequent duty assignments are made. AR 611-101 depicts the individual skill and educational requirements for each specialty authorized the CAL ARNG; therefore, it should be consulted when assigning officers to duty positions.

b. Commanders should utilize the CAL ARNG State inventory of specialties, Appendix E and OP 111C, as a guide in projecting assignments within their commands. The Adjutant General of California will use these same tools to

recommend qualified officers for assignment from one command to another. To properly use the State Master Development Plan, commanders and personnel officers must plan progressive assignments by specialty and grade for all specialties appearing in the MTOE/TDA documents in effect for their units. Estimated attrition by grade must be made based on recent attrition experience of each unit. Similarly, the development of officers for assignment to low density specialties such as Chemical or Air Defense requirements with non-consecutive grades must also be considered. Projecting future needs by grade and specialty is a continuing process at all command levels and is a primary objective of OPMS.

c. Specialty qualification determines eligibility for duty assignments. A MTOE/MTDA position may be filled by any officer whose qualifications satisfy specialty requirements listed by the authorization document. As field grade unit vacancies occur, the OPMS Manager will identify those officers within the state qualified to fill those vacancies. Commanders and Promotion/Command Selection Boards will also be provided this information in order to enhance the function of the Boards by identifying qualified personnel in advance of each board meeting.

d. AR 611-101 depicts the individual skill and education requirements for each specialty authorized the CAL ARNG.

e. The State OPMS Manager's role in personnel administration is to monitor individual development and coordinate personnel actions. Additionally, the OPMS Manager will advise the Adjutant General and commanders on personnel development and assist by providing extensive scheduled career counseling sessions with individual members through the OPMS Team or personally when necessary. The Officer Personnel Management Office does not assume responsibility for performing administrative support services related to personnel actions. Responsibility for administrative services remains at unit level with action elements at state level in the Officer Personnel Management Office (CAMP-OPMS).

**2-6 DESIGNATION SPECIALTIES.** a. A specialty is a major career field in which an officer of the CAL ARNG will receive chief emphasis in professional development throughout his career both through military education and duty assignments.

b. The first specialty is designated after the following steps are taken:

(1) Development of the State Master Development Plan.

(2) Review of commander's evaluations and recommendations regarding officers through a full review of OERs.

(3) Consideration of individual's assignment preferences by reviewing the Personnel Data Collection for OPMS prepared by each officer or review of his MPRJ at state and unit level.

(4) Consideration of geographic constraints on assignment possibilities within the state and the likely influence of these constraints on the individual's available duty positions.

6 March 1986

(5) Counseling of individuals to insure that they understand the impact on their careers of assignment to a given specialty including familiarity with MTOE/TDA positions and associated educational requirements.

(6) Review of individual health records for medical constraints.

c. Individual Officer Responsibilities.

(1) Officers will evaluate their personal time needs for civilian employment and family requirements relative to the extensive demands of military education, considering both IDT and AT, as well as geographical constraints which might be placed upon them.

(2) Frequent liaison is necessary between the individual officer, the commander and the field OPMS Manager. It will be to the advantage of an individual officer to initiate such contacts at frequent intervals.

d. Source of Personal Data. In order to evaluate an officer's civilian experience, both educational and occupational, personal data must be collected. This data will be requested from each officer in the CAL ARNG, if not in the file and will be required of any new officer upon appointment in the CAL ARNG.

(1) For the purpose of initially designating primary specialties, all officers are interviewed and personal data collected.

(2) The State OPMS Manager will not personally interview all officers for initial designation of a primary specialty. Major command commanders must make provisions for interviewing assigned officers by directing brigade/group and battalion personnel officers to accomplish interview requirements. The State OPMS team will assist this effort during their interviews.

e. Notice to Officers. All officers of the CAL ARNG will be notified by letter that a primary and/or alternate specialty has been designated and authorized. See Appendix L for an example of this letter. The letter will be prepared in quadruplicate and distributed as follows:

(1) Original to officer concerned.

(2) Copy #1 to Unit Personnel Officer, to be placed in individual officers' official section of the field MPRJ.

(3) Copy #2 to the Office of the Adjutant General, ATTN: CAMP-OPMS, for inclusion in the officer's state file.

(4) Copy #3 to the Army National Guard Personnel Center, for inclusion in the officers' Official Military Personnel File (OMPF).

(5) Copy #4 to CAMP-SIB. NOTE: Once a primary specialty has been designated, custodians of the Officers' MPRJ (battalion and/or major commands) will enter the following in Section II, Item 6, DA Form 2-1: (Sample below)



<u>MOSC</u>	<u>TITLE</u>	<u>DATE</u>
12-A	ARMOR OFFICER, GENERAL	781101

f. Withdrawal of specialties. Any specialty, once designated, will be reviewed annually for retention. As an example, an officer qualified and designated a Communications and Electronics (COMEL) specialty, and who has no further military assignments or education in COMEL, and whose civilian career is not related to COMEL functions, will have the COMEL specialty withdrawn. The State OPMS Manager and all unit personnel officers will closely monitor currency of any designated specialties.

g. Officers Not Qualifying for Designation of a Primary Specialty. Officers who are not qualified for the designation of a primary specialty will be notified by letter, Appendix M, concerning the deficiencies which they must overcome before a primary specialty can be designated. For officers whose qualifications are inadequate for the award of a primary specialty, the State OPMS Manager will assign a code to the first three digits of MTOE/TDA requirement followed by OO and either T, U, V, or W as appropriate to the individual, (see NGB Pam 600-31) until such time as he/she becomes qualified for an appropriate designation. Primary and alternate specialties are awarded in the format shown in Appendix O.

**2-7 TRAINING.** a. The training mission for the career development of the CAL ARNG officer is somewhat different from those in the active Army. Primarily, the CAL ARNG officer is concerned with the preparation of units, rather than individuals, for possible mobilization and combat. The "dual tracking" concept of OPMS development (the development and qualification by each officer in an alternate (secondary) as well as primary specialty) should be encouraged and developed whenever possible. First consideration and available resources will be focused on the qualification by each officer in his primary specialty.

b. All officers will be encouraged to develop an alternate (secondary) specialty. Necessary training for the award of alternate specialties will be predicted upon the availability of programs and funds that remain after proper utilization for required primary specialty training. The following management factors should be considered in the awarding of alternate specialties to an officer:

- (1) Previous military education and experience.
- (2) Civilian education successfully completed.
- (3) Civilian occupation.
- (4) Available positions within the state for possible assignments.
- (5) Personal preference of the officer concerned.

(6) Any other factors deemed appropriate on evaluation of each officer concerned.

c. To be most effective, the OPMS Managers must insure that officers use all levels of military schooling available. In addition to the various military school programs available, the following will be considered by the Career Manager:

(1) On the Job Training (OJT). All commanders have a continuing requirement to promote supervised OJT for those personnel under their supervision. This training must be carefully planned, adequately supervised and documented in order to be effective. Written plans should be formulated in order to promote continuity.

(2) Cross Training. This is defined as the training of individuals to adequately perform jobs other than the one to which they are primarily assigned. Cross training insures flexibility by providing personnel who are trained in depth to adequately perform more than one job. This will promote continuity of necessary functions and allow the supervisor to shift personnel to other areas in time of need.

**2-8 MANAGEMENT SYSTEM CONTROL DEVICES.** Accurate and timely records are essential in the development of the OPMS. Data entered on individual personnel records, both at unit level and at higher headquarters, form the basis for all determinations pertaining to the individual officer's career. The records and systems described in this paragraph will form the basis by which decisions will be made by officer career managers and commanders concerning officer specialty classifications and assignments under requirements of the OPMS.

a. Military Personnel Records Jacket (MPRJ). The MPRJ (DA Form 201) is initiated and maintained at battalion, major command level, separate units of assignment of the individual officer concerned or by the State Personnel Records Center (CAMP-CARE). These records are maintained in accordance with AR 640-10, and Section II, Chapter 5, NGR 600-100. The following is a list of individual records which are primary to OPMS in the CAL ARNG, and are filed in the individual MPRJ:

(1) Officer Qualification Record (DA Form 2-1). This form is most important to the classification process of the individual officer under OPMS for the CAL ARNG.

(2) Health Records (DD Form 722). The individual officer's health records (particularly Standard Forms 88 and 92) will list health deficiencies and any limitations for duty.

(3) File copies of PER 520.

(4) File copies of Separation Records (DD Form 214), diplomas and Licenses located in the permanent section of the MPRJ.

b. Officer Evaluation Reports (OER).

(1) The Officer Evaluation Report is a significant command responsibility at all levels. Accurate and prompt completion of these reports is essential to the proper functioning of the OPMS and particular care must be exercised by everyone concerned in the preparation of OERs.

(2) Information contained in the OER is correlated with other qualification data to permit development of a "Whole Officer" concept for each individual officer. This will result in a realistic source of vital information to be utilized in assignments, promotions, award of specialties and training opportunities for additional career development.

(3) An important prerequisite to officer evaluation is the conduct of performance counseling by the individual officer's superiors. This is especially important in relation to effective duty performance and the career development of junior officers. All commanders will review in detail the provisions of FM 22-101 prior to attempting performance counseling. Performance counseling must be conducted in private, allowing adequate time for both counselor and counselee to express themselves adequately. Counseling consists of a dialogue, not a monologue. The counselor should be the rating officer, and the counselee will be the rated officer. Commanders are responsible for the development of their assigned officers into effective leaders. The best means to achieve this goal is to guide officer performance during counseling sessions which clearly and enthusiastically reward desired aspects of performance, as well as directly state that improvement is required in any unsatisfactory area(s) of performance. Performance counseling sessions should follow the format as shown in Appendix N.

(4) It is imperative that adequate suspense files and control measures be established for the administration of OERs.

(5) Another important factor is that each officer know the identity of his rater and senior rater. Each headquarters responsible for initiation and control of OERs should periodically publish a rating scheme for OERs and insure that each officer receives a copy.

c. Forms and Questionnaires by Mail. The judicious use of various forms and questionnaires forwarded to and returned by individual officers of the CAL ARNG on the subject of Career Management and Classification can be a valuable tool, both for the state and the unit. However, caution should be used in the utilization of such methods since the direct, personal contact will always be superior and be used whenever possible.

d. Personal Interviews.

(1) The conduct of a personal interview involving the OPMS Manager and/or organizational level personnel officers and the individual officer is by far the best method of determining qualifications for proper classification and career development procedures involving the award, changing and/or withdrawing of specialties and skill identifiers as well as other factors necessary for officer career development.

(2) The individual officer may request an interview or be notified of the purpose if initiated by the commander. The interview will be scheduled far enough in advance for the officer to obtain required records and data needed by him for the meeting.

(3) The complete service records of the officer being interviewed will be present at the meeting for reference.

e. Annual Review of Classification. In accordance with the instructions contained in AR 611-101, the SSI and ASI designated for the individual officer will be audited (reviewed) on an annual basis. This will be completed on the regular scheduled date for the review by each officer of his qualifications of the individual as they occur.

**2-9 OFFICER CAREER COUNSELING.** a. The conduct of proper career counseling of officers is a responsibility of command at all levels and when properly executed will strengthen the officer corps of the CAL ARNG. Career counseling is an accurate and complete presentation of information on the opportunities, challenges, and benefits of a career as an officer in the CAL ARNG. All career counseling should be preceded by a careful review of FM 22-101.

b. The most vital counseling is administered to newly commissioned officers early in their careers. It is during this period that young officers form impressions that they will carry throughout their service careers. In order to better prepare the young officer to meet challenges and obstacles, each commander must take all necessary actions to reassure and to assist the junior officer, and to contribute to their maturing process. Genuine interest and concern demonstrated by the commander or his subordinates will substantially contribute to the qualities of loyalty and trust that the young officer must cultivate for a successful career in the CAL ARNG officer corps.

c. The field OPMS Manager will, as soon as possible, but not later than 90 days after an officer is appointed or assigned and annually thereafter (the month the officer was born in), schedule and conduct an OPMS interview. The OPMS Manager must depend on the annual counseling sessions with individual officers in order to properly establish and guide the individual careers of the CAL ARNG officer. Career managers also use such periods in order to establish qualifications in order to award, change, or withdraw primary/alternate specialties and additional skill identifiers which will benefit both the individual officer as well as the unit which he serves.

d. Consideration for Officer Career Counseling.

(1) Counseling serves as a vehicle for communication between the rater and rated officer when involved in OERs as to the establishment of definitions and boundaries of the rated officer's performance of assigned duties. It is through this process that the rated officer is made aware of the specific nature of his job assignment and influences the decisions as to what should be accomplished. For the rater, it is the process through which he gives directions to subordinates, systematic plans for the accomplishment of the mission, and gains valuable information concerning the rated officer in his relationship with the organization to which is assigned. The essence of the process is:

(a) Before the fact discussion between the rater and the rated officer of expected performance and the establishment of a specific duty description and setting of performance objectives.

(b) Continued communication during the rating period between the rating and rated officer in order to update and revise the duty description and continued performance objectives.

(c) After the fact agreement as to what occurred during the rating period, or period of observance if not being rated for OER purposes.

(2) Commanders and/or rating officers should prepare a written outline prior to the beginning of counseling sessions which lists major points to be discussed during each period of counseling. Additional items may then be added to the outline as they might develop during the counseling period with the rated officer. If properly prepared and maintained, this record will provide valuable data preparation of the individual officer's OER and also for relating to subsequent counseling sessions with the rated officer (see Appendix N for an example outline for counseling sessions).

(3) The Officer Evaluating Reporting System has definite requirements for the conduct and recording of periodic career counseling sessions between the rater and rated officers involved in each OER rendered.

(4) During counseling and later, when preparing the OER on the individual officer, the rater and/or commander should not consider organizational efficiency as the sole basis for determining and measuring the rated officer's manner of performance potential. While organizational effectiveness must be considered in the evaluation process, due consideration must also be given to the influence actually exerted by the rated officer, circumstances that are beyond his immediate control, and results which might reasonably have been expected of the rated officer considering the resources and time available.

e. Frequency of Career Counseling.

(1) Commanders and/or rating officers are encouraged to establish a minimum of three counseling periods during each annual rating period of the individual officer under the revised OER system. Such periods will be conducted according to the general guidelines established above.

(2) Each individual officer should have the privilege of keeping the rater and commander informed of his ideas regarding his utilization and development, and he should be encouraged to ask for a special counseling session when deemed necessary.

(3) All counseling sessions should be personal and purposeful in nature, since they have a tendency to lose their value when conducted in a strict or formal atmosphere.

(4) Appendix N shows an outline which this office suggests be utilized by the rating officer and/or commander for the required three counseling periods during each annual rating period of each individual officer within each command.

APPENDIX A

CAL ARNG OPMS GEOGRAPHICAL SECTORS



## APPENDIX B

PROFESSIONAL DEVELOPMENT PLAN				NAME (Last, First Middle Initial)	
YR	PHASES OF DEVELOPMENT	PROF DEVELOPMENT OBJECTIVES	ASSIGNMENTS	OFFICER PROFESSIONAL EDUCATION	YOUR PERSONAL CAREER PATTERN
				PROFESSIONAL EDUCATION (Basic Requirements)	PERSONAL OBJECTIVES ASSIGNMENTS/EDUCATION
30					
29					
28					
27					
26					
25					
24					
23					
22					
21					
20					
19					
18					
17					
16					
15					
14					
13					
12					
11					
10					
09					
08					
07					
06					
05					
04					
03					
02					
01					

## APPENDIX C

## CIVILIAN EDUCATION REQUIREMENTS

## 1. Minimum civilian educational requirements:

<u>Applicability</u>	<u>Educational Requirements</u>
If the member is a (an)	than educational requirement is to
<hr/>	
Rule 1.	
Applicant for initial appointment as an officer after 30 Sep 83 and prior to 1 Oct 89	obtain 10, 20 ,30 ,40 Or 60 college semester hours. The number required is based upon graduation date from OCS/CMA as shown in para 2 which follows.
<hr/>	
Rule 2.	
Commissioned officer who was serving in an active ARNG status as of 30 Sep 83, an applicant with prior commissioned service, or an officer appointed under rule 1.	obtain an associate degree or 60 college semester hours by 1 Oct 89.
<hr/>	
Rule 3.	
Applicant for appointment after 30 Sep 89 regardless of prior status	have an associate degree or 60 college semester hours upon appointment.
<hr/>	
Rule 4.	
Commissioned officer who received an initial appointment after 30 Sep 83 and who has no commissioned service prior to that date	obtain a baccalaureate degree in order to qualify for promotion to the grade of major.
<hr/>	

2. Graduates of Federal OCS and the California Military Academy (CMA) must have completed the following number of semester hours of college credit to be commissioned in the ARNG:

- a. 1983-84 Class must have completed 10 hours of college
- b. 1984-85 Class must have completed 20 hours of college
- c. 1985-86 Class must have completed 30 hours of college
- d. 1986-87 Class must have completed 40 hours of college
- e. 1987-88 Class must have completed 50 hours of college
- f. 1988-89 Class must have completed 60 hours (2 years) of college

3. College/University Accreditation Requirements. Semester hours may be earned by any method but must be documented on a transcript from a college or university listed in the accredited Institutes of Postsecondary Education published by the American Council of Education.

4. Civilian educational goals. It is the goal of the California Army National Guard for all commissioned officers, regardless of commissioning date, to obtain a baccalaureate degree. Officers who have obtained a baccalaureate degree are encouraged to pursue a graduate program or specialized education related to one of their military specialties.



## APPENDIX D

## MILITARY EDUCATION REQUIREMENTS

From	Grade	To	Requirement
2LT		1LT	Resident officer basic course (Notes 1, 8, 9, and 10).
1LT		CPT	Any officer basic course (Notes 1, 7 and 10).
CPT		MAJ	Any officer Advance Course (Note 7).
MAJ		LTC	Fifty percent of the Command and General Staff Officers Course (CGSOC) (Notes 2, 3, 4 and 11).
LTC		COL	The CGSOC (Notes 3, 5 and 6).

## Notes.

1. Officers transferred from the OADO Control Group to AT Control Group who are awaiting orders to AD or ADT are not required to meet the educational requirement for promotion. Promotion under these circumstances does not negate the requirement to complete the resident officer course at a subsequent date.

2. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy this requirement. To receive credit, the officer must provide evidence of completion of the LEDC or ALEDC to the Cdr, RCPAC.

3. JAGC officers may satisfy this requirement by completing the JAGC Reserve Components General Staff Course.

4. Chaplains may satisfy this requirement by completing Phase 1 of the Chaplain Reserve Component General Staff Course (CRCGSC).

5. Chaplains may satisfy this requirement by completing Phases 1 and 2 of the CRCGSC.

6. LTCs assigned to Selective Service System (SSS) who completed the Industrial College of the Armed Forces National Security Management Course (ICAF NSMC) prior to 1 Jan 85 are qualified for promotion to COL. LTCs assigned to SSS who were enrolled in the ICAF NSMC prior to 1 Jan 85 who completed the course prior to 1 Jan 86 will be qualified for promotion to COL. LTCs assigned to SSS who were enrolled in the ICAF NSMC prior to 1 Jan 85 but will not complete the course by 1 Jan 86 must request an exception to completion of CGSOC from the Director of Selective Service. All other officers assigned to SSS must complete CGSOC to qualify for promotion to COL.

7. JAGC officers appointed with military education stipulation of AR 135-100, paragraph 3-11, will be considered to be educationally qualified for promotion if progressing satisfactorily (portion of required education completed is equal to or greater than the portion of allowed time lapsed following appointment, AR 135-316, Para 5) toward completion of military education at the date the promotion board convenes.

8. Basic branch lieutenants to include MSC officers with primary specialty 67 appointed on and after 1 April 1984 are required to complete the active Army resident officer basic course. Waivers may be considered by HQDA provided officers attend a resident RC OBC (para 2-10b). Beginning 1 February 1987, ROTC cadets appointed under Early Commissioning Program (ECP) may complete either the active Army resident OBC or the 8 week resident RC OBC as directed by HQDA. Officers who attend a Reserve Component OBC will be required to complete a follow-on nonresident phase prior to being awarded a diploma. Although awarded an SSI upon completion of the RC-OBC resident phase and considered qualified for mobilization and deployment, completion of all requirements is a prerequisite for promotion.

9. Basic branch lieutenants to include MSC officers with primary specialty 67 appointed prior to 1 April 1984 who were not SSI qualified as of that date are required to complete either the active Army resident OBC or the 8 week resident RC OBC. Officers who attend a Reserve Component OBC will be required to complete a follow-on nonresident phase prior to being awarded a diploma. Although awarded an SSI upon completion of the RC-OBC resident phase and considered qualified for mobilization and deployment, completion of all requirements is a prerequisite for promotion.

10. An officer delayed to obtain a graduate degree and assigned to the control group Obligator Active Duty Officer (OADO) or under administrative control of the OADO control group with concurrent assignment to an ARNG unit will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment.

11. Officers must successfully complete the CGSOC within 3 years following promotion to LTC or initial promotion to LTC or initial promotion eligibility date on the promotion letter if serving in a declination status. If the officer has a 50 percent completion certificate with an expiration date, the CGSOC must be completed before the expiration date. Failure to complete the course within the prescribed time will result in the initiation of proceedings under NGR 635-100 for the termination of State appointment and withdrawal of Federal recognition.

## APPENDIX E

AUTHORIZED SPECIALTY SKILL IDENTIFIERS FOR THE CALIFORNIA ARMY NATIONAL GUARD						
AUTHORIZED SPECIALTY SKILL IDENTIFIER TO INCLUDE DEFINITION OF EACH:	AUTHORIZED GRADES					TOTAL SSI's
	LT	CPT	MAJ	LTC	COL	
11A Infantry Officer, General	5	9	8	3	1	26
11B Light Infantry Officer	0	1	1	0	0	2
11C Mechanized Infantry Officer	127	57	12	6	4	206
11X	3	4	2	2	0	11
12A Armor Officer, General	0	12	3	3	0	18
12B Armor Unit Officer	76	33	8	4	0	121
12C Cavalry Unit Officer	19	7	2	1	0	29
13A Field Artillery Officer, General	0	2	2	0	1	5
13D Field Arty Target ACQ Officer	9	5	0	0	0	14
13E Cannon Field Arty Officer	70	61	19	7	0	157
13X	0	1	0	0	0	1
14B SHORAD Officer	1	0	1	0	0	2
15A Aviation Officer, General	0	5	4	2	1	12
15B Combat Aviation Officer	7	10	4	1	0	22
15C Cbt Spt Aviation Officer	3	8	2	0	0	13
15T Aviation Logistics	0	13	6	1	1	21
21A Gen Army Spt Engineer	0	0	2	2	1	5
21D Construction Engineer Officer	0	5	3	2	0	10
21J Combat Engineer Officer	48	24	10	2	0	84
25A Signal Officer, General	19	27	10	1	0	57

## APPENDIX E (continued)

AUTHORIZED SPECIALTY SKILL IDENTIFIERS FOR THE CALIFORNIA ARMY NATIONAL GUARD							
AUTHORIZED SPECIALTY SKILL IDENTIFIER TO INCLUDE DEFINITION OF EACH:		AUTHORIZED GRADES					TOTAL SSI's
		LT	CPT	MAJ	LTC	COL	
25B	Communications-Electronics Off	0	1	0	0	0	1
25F	C-E Material Integration	2	5	0	0	0	7
31A	Military Police Officer, General	35	19	9	6	1	70
31B	Physical Security Officer	0	1	0	0	0	1
31C	Correctional Officer	0	0	1	1	0	2
31D	Criminal Investigation Officer	0	3	0	0	0	3
31X		1	1	0	0	0	2
35A	Military Intel Officer, General	16	23	9	1	0	49
35B	Strategic Intel Analysis Officer	0	1	0	0	0	1
35C	Imagery Intelligence Officer	0	2	1	0	0	3
35E	Counterintelligence Officer	0	2	3	0	0	5
35G	Tactical Intelligence-EW Officer	0	4	3	0	0	7
41A	Personnel Management Staff Off	0	5	13	8	5	31
41B	Community & Family Support Off	0	5	3	4	1	13
42A	Adjutant General Off, General	3	13	10	3	3	32
42D	Morale, Welfare & Recreation Off	0	1	0	0	0	1
44A	Finance Officer, General	3	2	1	1	0	7
44X		0	1	0	0	0	1
45A	Comptroller	0	2	1	2	0	5
45B	Program/Budget Officer	0	1	1	0	0	2

## APPENDIX E (continued)

AUTHORIZED SPECIALTY SKILL IDENTIFIERS FOR THE CALIFORNIA ARMY NATIONAL GUARD						
AUTHORIZED SPECIALTY SKILL IDENTIFIER TO INCLUDE DEFINITION OF EACH:	AUTHORIZED GRADES					TOTAL SSI's
	Lt	CPT	MAJ	LTC	COL	
46A Public Affairs Off, General	0	7	2	1	0	10
48D Foreign Area Off (south asia)	0	0	1	0	0	1
48F Foreign Area Off (China)	0	0	0	1	0	1
49A Opn Research/Sys Analysis Off	0	0	1	0	0	1
50A Force Development Officer	0	1	2	0	0	3
52A Nuclear Wpns Officer, General	0	1	0	0	0	1
53A Software Engineering Officer	0	1	0	1	0	2
53B Hardware Engineering Officer	0	0	4	0	0	4
54A Opns, Plans and Training Off	3	8	10	10	5	36
55A Judge Advocate	0	12	12	4	0	28
56A Command and Unit Chaplain	0	23	11	4	0	38
60A Operational Medicine Officer	0	0	5	2	4	11
60C Preventive Medicine Officer	0	0	1	1	0	2
60E General Medical Officer	0	12	0	0	0	12
60J Obstetrician & Gynecologist	0	0	2	0	0	2
60K Urologist	0	0	1	0	0	1
60N Anesthesiologist	0	0	2	0	0	2
60S Ophthalmologist	0	0	1	0	0	1
60T Otorhinolaryngologist	0	0	1	0	0	1
60W Psychiatrist	0	0	2	0	1	3

## APPENDIX E (continued)

AUTHORIZED SPECIALTY SKILL IDENTIFIERS FOR THE CALIFORNIA ARMY NATIONAL GUARD						
AUTHORIZED SPECIALTY SKILL IDENTIFIER TO INCLUDE DEFINITION OF EACH:	AUTHORIZED GRADES					TOTAL SSI's
	LT	CPT	MAJ	LTC	COL	
61F Internist	0	0	4	2	1	7
61J General Surgeon	0	0	14	4	1	19
61K Thoracic Surgeon	0	0	1	1	0	2
61M Orthopedic Surgeon	0	0	5	1	0	6
61N Flight Surgeon	0	1	0	0	0	1
61S Radiologist	0	0	1	1	0	2
61U Pathologist	0	0	0	0	1	1
61Z Neurosurgeon	0	0	1	0	0	1
62A Emergency Physician	0	13	4	0	0	17
63A Dental Officer	0	3	0	0	0	3
63B General Dental Officer	0	0	1	0	0	1
63N Oral Surgeon	0	0	2	0	0	2
63R Executive Dental Officer	0	0	0	0	1	1
64A Veterinary Services Officer	0	0	1	0	0	1
64B Veterinary Staff Officer	0	0	0	1	0	1
65C Hospital Dietician	0	0	2	0	0	2
66A Nurse Administrator	0	0	1	2	1	4
66C Psych/Mental Health Nurse	0	0	1	0	0	1
66E Operating Room Nurse	4	1	8	0	0	13
66F Nurse Anesthetist	0	10	0	0	0	10

## APPENDIX E (continued)

AUTHORIZED SPECIALTY SKILL IDENTIFIERS FOR THE CALIFORNIA ARMY NATIONAL GUARD							
AUTHORIZED SPECIALTY SKILL IDENTIFIER TO INCLUDE DEFINITION OF EACH:		AUTHORIZED GRADES					TOTAL SSI's
		Lt	CPT	MAJ	LTC	COL	
66H	Medical-Surgical Nurse	28	26	8	0	0	62
67A	Health Care Administrator	0	1	0	2	0	3
67B	Field Medical Administrator	18	11	0	0	0	29
67E	Patient Administration Officer	1	2	2	0	0	5
67F	Health Services Personnel Mgr	0	2	1	0	0	3
67G	Health Svcs Manpower Control Off	0	0	0	1	0	1
67H	Health Svcs Plns, Ops, Intl, Tng	0	1	5	2	2	10
67J	Aeromed Evac Officer	9	2	6	1	0	18
67K	Health Svc Material Officer	3	6	7	2	0	18
67X		1	0	0	0	0	1
68B	Nuclear Medical Science Off	0	1	0	0	1	2
68F	Clinical Lab Off/ Lab Mgr	0	2	0	0	0	2
68H	Pharmacy Officer	0	2	1	0	0	3
68K	Optometry Officer	1	2	0	1	0	4
68N	Environmental Science Officer	0	1	0	0	0	1
68P	Sanitary Engineer	0	0	0	0	1	1
68R	Social Work Officer	0	1	0	0	1	2
68S	Psychologist	0	1	0	0	0	1
74A	Chemical Officer, General	23	8	4	1	0	36
91A	Ordnance Officer, General	3	16	16	11	6	52

## APPENDIX E (continued)

AUTHORIZED SPECIALTY SKILL IDENTIFIERS FOR THE CALIFORNIA ARMY NATIONAL GUARD							
AUTHORIZED SPECIALTY SKILL IDENTIFIER TO INCLUDE DEFINITION OF EACH:		AUTHORIZED GRADES					TOTAL SSI's
		LT	CPT	MAJ	LTC	COL	
91B	Tank/Automotive Mat Mgmt	25	4	0	0	0	29
91C	Missile Material Mgmt	3	2	0	0	0	5
91D	Munitions Material Management	0	0	1	0	0	1
91X		0	3	1	0	0	4
92A	Quartermaster Officer, General	9	24	14	5	1	53
92B	Supply & Material Management	5	8	10	2	0	25
92E	Memorial Activities Officer	2	0	0	0	0	2
92F	Petroleum Officer	3	1	0	0	0	4
92G	Subsistence Officer	0	0	1	0	0	1
92X		0	0	1	1	0	2
95A	Transportation Officer, General	0	5	3	2	0	10
95D	Motor/Rail Transportation Off	14	9	2	1	0	26
95X		0	0	3	0	0	3
97A	Procurement Mgmt Officer	0	1	0	1	0	2
97B	Procurement Officer	0	2	2	0	0	4
TOTALS		603	616	347	132	46	1744

6 March 1986

CAL ARNGR 600-100

APPENDIX F

SAMPLE LETTER FORMAT

UNIT HEADING

SUBJECT: Request for Officer Assignment

THRU: Channels

TO: The Adjutant General  
State Military Department  
ATTN: CAMP-OPMS  
P.O. Box 214405  
Sacramento, CA 95821

Request I be provided a listing of qualified officers with appropriate personnel data, for my consideration in filling position vacancy indicated below:

- a. Position Title:
- b. MTOE/TDA Para and Line:
- c. Specialty Skill Identifier (SSI):
- d. Additional Skill Identifier, if applicable:
- e. Authorized Grade of Position:
- f. Date Position Becomes Available:
- g. Other:

---

(Commanders Signature)



6 March 1986

CAL ARNGR 600-100

APPENDIX G  
SAMPLE LETTER FORMAT

UNIT HEADING

\_\_\_\_\_  
(Date)

SUBJECT: Notification of Field Grade Assignment Vacancy

TO:

1. This is to advise you that you are considered for assignment within this organization for the position of \_\_\_\_\_.

2. Request you indicate your desire by checking the appropriate block below, and return this letter in self-addressed envelope provided, to this headquarters within 10 days of receipt.

3. In the event you desire an interview for the position, report to \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
Place Date Time

\_\_\_\_\_ I do desire the appointment and wish to be interviewed.

\_\_\_\_\_ I do desire the appointment but cannot be interviewed at the specified time because \_\_\_\_\_.

\_\_\_\_\_ I do not desire to be considered for appointment to the position at this time because \_\_\_\_\_.

\_\_\_\_\_  
Your Signature

NOTE: If interview or appointment is not desired, request you indicate the reasons, in the space provided below.

## APPENDIX H

<b>OFFICER PERSONNEL RESUME</b>						DATE	
1. FULL NAME, GRADE, SSN, CURRENT BRANCH				2. HOME ADDRESS (INCLUDE ZIP & TELEPHONE NUMBER)			
3. BUSINESS ADDRESS (INCLUDE ZIP & TELEPHONE NUMBER)				4. CURRENT UNIT ASSIGNMENT & ADDRESS			
5. DATE OF BIRTH		6. PHYSICAL PROFILE & DATE (INCLUDE HEIGHT & WEIGHT)		7. PEBO		8. SECURITY CLEARANCE (DEGREE, DATE OF FINAL CLEARANCE)	
9. DATE OF PROMOTION CURRENT GRADE		10. RANK STANDING*		11. MANDATORY REMOVAL DATE*		12. RELIGION	
13. DATE & SOURCE OF COMMISSION			14. SOURCE OF PROCUREMENT		15. PRIMARY SSI (TITLE & NUMBER)		
16. MARITAL STATUS		17. ADDITIONAL SSI (TITLE & NUMBER)		18. PLACE OF BIRTH (OFFICER)		19. NAME OF SPOUSE & PLACE OF BIRTH	
20. NAMES OF CHILDREN & PLACES OF BIRTH							
21. RECORD OF ASSIGNMENTS (ENTER ONLY LAST TEN YEARS - LIST CHRONOLOGICALLY MOST RECENT FIRST)							
DATE		GRADE	JOB TITLE	UNIT OR ORGANIZATION	EFFICIENCY REPORT SYNOPSIS*		
FROM	TO						
22. EDUCATION							
LEVEL	DATE		NAME AND LOCATION	MAJOR SUBJECT	GRADUATED		DEGREE
	FROM	TO			YES	NO	
HIGH SCHOOL							
COLLEGE							
OTHER							

## APPENDIX H (continued)

23		SERVICE SCHOOLS COMPLETED		
NAME OF SCHOOL		TITLE OF COURSE		YEAR ATTENDED
24. PRESENT ACTIVITIES IN FURTHERING MILITARY EDUCATION				
25		CIVILIAN OCCUPATION		
PRESENT CIVILIAN OCCUPATION		NAME & ADDRESS OF EMPLOYER		
DESCRIPTION OF DUTIES				
26		MEMBERSHIP IN CIVIC, SERVICE, SOCIAL, & PROFESSIONAL ORGANIZATIONS/SOCIETIES		
DATE		NAME & CITY	TYPE	OFFICE HELD
FROM	TO			
27		AWARDS AND DECORATIONS		
LIST FEDERAL AWARDS FIRST THEN STATE AWARDS				
28. REMARKS				
<hr style="width: 100%;"/> SIGNATURE OF OFFICER CONCERNED		<hr style="width: 100%;"/> SIGNATURE OF CUSTODIAN OF RECORDS		

APPENDIX I  
ELIGIBILITY LIST FOR PROMOTION

Eligibility List for _____											
_____ (Grade)											
<u>Name</u>	<u>BR</u>	<u>Position</u>	<u>HOR</u>	<u>Dist To Unit</u>	<u>Prom Svc Date</u>	<u>Age</u>	<u>MRD</u>	<u>Civ Educ</u>	<u>Mil Educ</u>	<u>OER</u>	<u>Remarks</u>

\_\_\_\_\_  
(Date Prepared)

6 March 1986

CAL ARNGR 600-100

APPENDIX J

SAMPLE

SUBJECT: Request for Branch Transfer

Commander  
(unit of assignment)  
(city, state and ZIP code)

1. In accordance with paragraph 6-4 NGR 600-100 request a Federal Recognition Board be convened to consider my qualifications for a branch transfer from \_\_\_\_\_ to \_\_\_\_\_.

2. This request is necessitated for the following reasons:

- a. Required by TOE or TDA ( )
- b. Personal preference ( )
- c. Unit reorganization ( )
- d. Transfer into an incompatible unit ( )

3. I certify that I have been counseled regarding the possible imposition of additional military educational requirements in order to qualify in my new branch and specialty. It is also understood that these requirements must be completed within two annual training periods after assignment to a position that requires designation or redesignation of the primary specialty but in no case earlier than one year from the date of assignment. I also understand that failure to complete the specified requirement will mean loss of Federal Recognition in my new Branch.

JOHN J. JONES  
CPT, INF, CAL ARNG  
555-55-5555

6 March 1986

CAL ARNGR 600-100

APPENDIX K

DISPOSITION FORM			
OFFICE SYMBOL OR FILE REFERENCE		SUBJECT Report of Change of Responsible Officer Inventory (Hand Receipt Holder)	
TO	CAMP-OPMS, OTAG	FROM	PBO, _____ DATE _____ CMT I
<p>1. A change of responsible officer (Hand Receipt Holder/Commander) inventory of the supply account maintained by _____ (unit) _____ was accomplished during the period _____ (dates) _____.</p> <p>2. The inventory was conducted by _____ (name) _____, PBO, _____ (organ) _____.</p> <p>3. _____ (new commander) _____ has assumed responsibility for unit property effective _____ (date) _____.</p> <p style="text-align: center;">_____ PBO SIGNATURE BLOCK</p>			

6 March 1986

CAL ARNGR 600-100

APPENDIX L

S:

SUBJECT: Designation of Primary Specialty, and/or Alternate Specialty; and Award of Specialty Skill Identifiers, and/or Additional Skill Identifiers under the Officer Personnel Management System (OPMS)

\_\_\_\_\_  
(Grade, Name, SSN)

\_\_\_\_\_  
(Unit of Assignment)

\_\_\_\_\_  
(Unit Address)

1. In accordance with AR 611-10, entries on your OPMS file, and the Personal Data Collection for OPMS which you have furnished this office, as well as the needs of the State of California you have been designated the following Primary Specialty and/or Alternate Specialty:

\_\_\_\_\_  
(Primary Specialty)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Alternate Specialty)

\_\_\_\_\_  
(Title)

2. In accordance with references as stated in paragraph 1 above, you have also been awarded the following Specialty Skill Identifiers, and/or Additional Skill Identifiers as appropriate:

\_\_\_\_\_  
(SSI)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(SSI)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(ASI)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(ASI)

\_\_\_\_\_  
(Title)

6 March 1986

## APPENDIX L (continued)

SUBJECT: Designation of Primary Specialty, and/or Alternate Specialty; and Award of Specialty Skill Identifiers, and/or Additional Skill Identifiers under the Officer Personnel Management System (OPMS)

3. The contents of this paragraph are to be completed by you, signed, then returned to the State OPMS Manager, NLT \_\_\_\_\_.

NOTE: (CHECK APPROPRIATE BLOCKS):

\_\_\_\_\_ I agree with the Primary and/or Alternate Specialty as shown in paragraph 1 above, which have been designated to me by the State OPMS Manager.

\_\_\_\_\_ I desire to submit the following recommendation for the designation of another Primary and/or Alternate Specialty. Documentary evidence of such qualifications for this recommendation in the form of either diploma, certificates, licenses, etc., is inclosed herewith to substantiate this request.

\_\_\_\_\_ I agree with the Specialty Skill Identifier(s) and/or Additional Skill Identifier(s) as shown in paragraph 2 above, which have been awarded to me by the State OPMS Manager.

\_\_\_\_\_ I desire to submit the following recommendation for the award of another SSI and/or ASI. Documentary evidence of such qualifications for this recommendation in the form of either diploma, certificates, licenses, etc., is inclosed herewith to substantiate this request.

4. This letter, when completed and signed by you, will possess the authority of an order. Appropriate entries will be made on your DA Form 2-1, at your unit of record, as well as on your OPMS files in this office. Copies of this letter will be furnished as shown on the Distribution Line.

FOR THE ADJUTANT GENERAL

CARLOS RAMIREZ  
LTC, IN, CAL ARNG  
Chief, Officer Personnel

(Signature of Officer Completing Letter)

DISTRIBUTION:

Original returned to Individual Officer

Copy # 1 - Unit Personnel Officer (to be placed in Field MPRJ)

Copy # 2 - CAMP-OPMS

Copy # 3 - ARNG Personnel Center (to be placed in OMPF)



## APPENDIX M

(LETTER TO OFFICERS OF THE CAL ARNG WHO DO NOT QUALIFY FOR  
DESIGNATION OF A PRIMARY SPECIALTY OR SPECIALTY SKILL IDENTIFIER.)

SUBJECT: Failure to be Designated a Primary Specialty for OPMS

\_\_\_\_\_  
(Rank, Name, SSN)

\_\_\_\_\_  
(Unit of Assignment)

\_\_\_\_\_  
(Address)

1. In accordance with AR 611-201, the following Specialty Skill Identifier (SSI), Additional Skill Identifier (ASI) and/or Language Identification Code (LIC) have been identified as the requirements of the MTOE/TDA position in which you are presently assigned:

\_\_\_\_\_  
(SSI)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(ASI)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(LIC)

\_\_\_\_\_  
(Title)

2. After consideration of your military service/education, and discussion with your commander, it has been determined that you lack the necessary prerequisites as follows:

\_\_\_ a. You have not completed the minimum military education requirements for the award of the SSI which is \_\_\_\_\_.  
(Title of Course)

\_\_\_ b. You have not been observed in your duty assignment for sufficient time to evaluate your proficiency for award of the SSI.

\_\_\_ c. You have not completed the formal military education required for award of the ASI.

## APPENDIX M (continued)

3. At this time you are being reported with the following Skill Identifier \_\_\_\_\_  
\_\_\_\_\_ which means: \_\_\_\_\_.

First three characters = Specialty Skill Identifier of your assigned duty position  
which is \_\_\_\_\_

The fourth and fifth characters:

OT - Lacks basic military education commensurate with duty assignment for  
award of SSI.

OU - Lacks military education commensurate with duty assignment for award  
of SSI and ASI.

OV - Has military education for award of SSI but lacks military education  
commensurate for award of required ASI(s) or LIC.

OW - Has military education for award of SSI but has not been observed  
sufficiently for evaluation.

OX - Officer aviators serving in Warrant Officer position; or Medical  
service Corps officer serving in Medical Corps position in lieu of  
General Medical Officer.

OY - Officer in overstrength status.

4. You should endeavor to fulfill the service/educational requirements for your  
duty assignment as soon as possible and your progress will be monitored by your  
commander and the State OPMS Manager.

5. Within the next few months, your records will be thoroughly reviewed and you  
will be personally interviewed to properly identify any other Specialty Skill  
Identifiers and Additional Skill Identifiers in which you may be skilled and award  
appropriately made. At the interview you will also be appraised of the manage-  
ment and career development system that has been developed for this state.

6. In the interim period if you have any questions you may contact the State OPMS  
Manager Autovon 466-6551 or Commercial (916) 920-6551.

FOR THE ADJUTANT GENERAL

CARLOS RAMIREZ  
LTC, IN, CAL ARNG  
Chief, Officer Personnel

## DISTRIBUTION:

Original - Individual Officer  
Copy # 1 - Unit Pers Off (for MPRJ)  
Copy # 2 - CAMP-OPMS  
Copy # 3 - ARNG Pers Center (OMPF)

## APPENDIX N

OUTLINE FOR THE CONDUCT OF PERFORMANCE COUNSELING PERIODS:

Officer Being Counseled: RANK \_\_\_\_\_ Name \_\_\_\_\_ SSAN: \_\_\_\_\_  
Unit Assignment of Counseled Officer: \_\_\_\_\_  
Counseling OER Period: Beginning date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Total time of assignment to present duty positions (months) \_\_\_\_\_

COUNSELING PERIOD NUMBER 1

Date Conducted: \_\_\_\_\_ Counseling (Rating Officer) \_\_\_\_\_

1. Explanation of duty included in job description.
2. Specific duties not included in job description.
3. Unit mission and specific goals set for the rating period.
4. Priorities established for the officer during the rating period.

\_\_\_\_\_  
(Signature of Rated Officer)

\_\_\_\_\_  
(Signature of Rating Officer)

COUNSELING PERIOD NUMBER 2

Date Conducted: \_\_\_\_\_ Counseling (Rating Officer): \_\_\_\_\_

1. Suggested revisions of Job Description of officer being counseled.
2. Suggested changes to specific duties originally outlined.
3. Up-date or revision of original performance objectives.
4. Discussion of strong points of duty performance.
5. Discussion of weak points of duty performance.

\_\_\_\_\_  
(Signature of Rated Officer)

\_\_\_\_\_  
(Signature of Rating Officer)

COUNSELING PERIOD NUMBER 3

Date Conducted: \_\_\_\_\_ Counseling (Rating Officer): \_\_\_\_\_

1. Job performance of officer during rating period.
2. Suggested improvements to be made in overall duty performance.
3. Discussion of noted improvement during period.
4. Discussion of deficiencies (weak points) noted during period.

\_\_\_\_\_  
(Signature of Rated Officer)

\_\_\_\_\_  
(Signature of Rating Officer)

## APPENDIX O

## OPMS INTERVIEWER'S GUIDE

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_

1. Listed below is the Officer Personnel Management System (OPMS) recommendation for your primary and alternate specialties based on current California Army National Guard requirements and your related experience (AR 611-101 Off and 611-112 Wo).

PRIMARY \_\_\_\_\_ CODE \_\_\_\_\_

ALTERNATE \_\_\_\_\_ CODE \_\_\_\_\_

## 2. (FOR USE BY INDIVIDUAL OFFICER):

( ) I agree with the recommendation in paragraph 1 above.

( ) I do not agree with recommendation. I will submit documentation concerning my preferred primary/alternate specialty. Listed below are my preferences of primary and alternate specialties:

PRIMARY \_\_\_\_\_ CODE \_\_\_\_\_

ALTERNATE \_\_\_\_\_ CODE \_\_\_\_\_

## 3. Officer's Promotion Data:

Date of Rank: \_\_\_\_\_

Date Eligible for Unit Promotion: \_\_\_\_\_

Promotion Eligibility Date: \_\_\_\_\_

(Mandatory consideration one year before this date)

Seniority Ranking Reviewed: \_\_\_\_\_

## 4. Educational Data:

Military Education Status: \_\_\_\_\_

Military Education Requirements: \_\_\_\_\_

Civilian Education Status: \_\_\_\_\_

Civilian Education Requirements: \_\_\_\_\_

## 5. State 201 File Status:

I have reviewed my State 201 File and found that:

( ) My records are correct and complete.

( ) Deficiencies exist in: \_\_\_\_\_

## 6. Actions required to correct deficiencies: \_\_\_\_\_

## 7. Current Unit Assignment: \_\_\_\_\_

OFFICER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEWER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPENDIX P

HEIGHT/WEIGHT VERIFICATION STATEMENT

\_\_\_\_\_  
(Officer's Name)

\_\_\_\_\_  
(Unit of Assignment)

COMMANDER'S STATEMENT

I certify that the officer cited above was checked for compliance with AR 600-9, on \_\_\_\_\_. (The listed weight must be within 90 days of the Board date. Insert appropriate board date)

\_\_\_\_\_ Officer's height \_\_\_\_\_ and weight \_\_\_\_\_ are in compliance with the requirements of Appendix A, AR 600-9.

\_\_\_\_\_ Officer's height \_\_\_\_\_ and weight \_\_\_\_\_ exceed the requirements listed in Appendix A, AR 600-9. However, he has been calipered using established procedures IAW AR 600-9 and has been found to meet the height and weight standards. A copy of CAL ARNG Form 600-9-R is attached as evidence.

\_\_\_\_\_ The officer's height \_\_\_\_\_ and weight \_\_\_\_\_ does not meet the standards outlined in AR 600-9. The officer has been counseled, calipered and is currently on a weight control program.

\_\_\_\_\_  
(Commander's Signature Only)

CAL ARNGR 600-100

6 March 1986

(CAMP-OPMS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

WILLARD A. SHANK  
Major General  
The Adjutant General

